INTEGRITY · CONSISTENCY
BEACON
North Carolina
Office of the State Controller

PAYROLL/TIME SAP DATA CHECKLIST

Remedy Ticket #		**Ticket Date**		**Person who Called**	

Personnel Number	
Full Name (F M L)	

Agency		**Org Unit**	

Position #	

Employee Group		**Employee Subgroup**	
Personnel Area		**Personnel Subarea**	
Full Time or Part Time?		**Hourly or Salary?**	
Biweekly or Monthly?		**Yes or No Subject to FLSA?**	

Actions, plus date (list other than conversion or hire) (0000):	

Work Schedule (0007)		**Date of last Work Schedule change**	

Work Week	
Leave Quota (PT50)	

Overtime Comp?		**Holiday Payout?**	
Night Shift Premium?		**Evening Shift Premium?**	
Weekend Shift Premium?		**Holiday Premium Rate?**	
On-Call?		**Extended Duty?**	

Any Substitutions? (2003)	
Any Absence Donation/Pools? (0613/0696)	
Any changes on BAL table?	

Use the section below to make notes when checking each payroll period. This will prevent double work. Note any Monthly (M) or Bi-Weekly (B) period with issues and which are OK.

M1	M2	M3	M4
M5	M6	M7	M8
M9	M10	M11	M12
B1	B2	B3	B4
B5	B6	B7	B8
B9	B10	B11	B12
B13	B14	B15	B16
B17	B18	B19	B29